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MEMORANDUM FOR: Chief, Processing and Records Division  
 Chief, Placement and Utilization Division  
 Chief, Classification and Wage Division

SUBJECT:

: ~~Screening~~ for Purposes of Processing and Entering  
 Individuals on Duty with the Agency

*Overshutting*

## 1. GENERAL

The following procedures implement an agreement with the Office of the Deputy Director (Intelligence) whereby components of the D/D/I will be permitted to establish "Temporary Identical-Additional" positions in order that they might maintain their current strength close to the actual authorized strength. Individual components of the D/D/I shall be permitted to exceed their current ceilings for recruitment, processing and entrance-on-duty purposes so long as the overall D/D/I on-duty ceiling is not exceeded. This agreement covers the use of positions which are Iitable (i.e. group type jobs) and does not provide for the double incumbency of key (one of a kind) technical or supervisory positions, except as indicated in this instruction.

## 2. PROCEDURES

## a. Establishing and Processing Temporary Identical-Additional Positions

(1) Components of the D/D/I may initiate requests for Personnel Actions, including a request for a "Temporary IA" position (on the SF-52), for the purpose of recruiting or assigning new personnel to such positions. These positions will be in addition to authorized Table of Organization positions which are Iitable.

(2) Upon receipt of a personnel action requesting a "Temporary IA" position and the appointment or assignment of an individual to it, the Processing and Records Division shall transmit the action to the Classification and Wage Division for classification review and the assignment of a "Temporary IA" position number designation. Upon receipt of CWD approval, PRD shall establish the position in the Position Control File CLEARLY INDICATED AS A "TEMPORARY IDENTICAL-ADDITIONAL POSITION".

(3) Upon receipt of a subsequent personnel action involving the "Temporary IA" position, or a position in the Iitable group to which it is attached, the following action shall be taken, as appropriate by PRD:

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(a) In cases when the "Temporary IA" position is vacated by reassignment, separation, etc., that position will automatically expire.

(b) In cases when a position in the Table group to which the "Temporary IA" position is attached is vacated by reason of reassignment, separation, etc., an action shall be prepared and processed to reassign the individual from the "Temporary IA" position to the appropriate vacated position in the group. The "Temporary IA" position will automatically expire.

**b. Special Procedures for Key (One of a Kind) Technical or Supervisory Positions**

The procedures indicated in paragraph a., above, shall be followed except that the requested "Temporary IA" position shall not be established unless the requesting action is accompanied by a personnel action, or statement indicating a resignation or reassignment "in hand", effective within 30 days of the effective date of the action establishing the "Temporary IA" position. Such "Temporary IA" positions shall be flagged for review at the end of 30 days so that an appropriate action may be initiated by the operating component to relieve the position, which upon being vacated will expire.

George E. Nelson  
Deputy Assistant Director  
for Personnel

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